

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1669A1

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Agency

COLLEGE OF SOUTHERN MARYLAND

Division/Unit

Accounting & Budgeting

Item
No.

Description

Retention

11

Amendment to Schedule 1669, item 11

☐ Formerly Charles County Community College

CHECK VOUCHERS

Numerical copies of all vouchers that accompany checks to vendors, issued from accounts payable. Includes supporting documents such as an additional copy of the purchase order and vendor invoices.

Retain seven (7) years from end of the fiscal year or until audited, whichever is longer. Then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 9/20/04

Signature Linda C. Bean

Typed Name Linda Bean

Title Deputy Financial & Admin Services

Schedule Authorized by State Archivist

Date OCT 19 2004

Signature Edward C. Spencer